

**EFFECTIVE**

May 1, 2011.

**Subject**

1. Family Independence Program (FIP).
2. Food Assistance Program (FAP).

**1) FIP****BEM 230A****Family Independence Program (FIP)**

The local office discretion to provide a temporary deferral for persons experiencing a temporary critical event or persons actively participating in the Early On program are longer to be used for deferral from employment-related activities for Family Independence Program (FIP). Policy will be updated to reflect this change.

Bridges will end the local office (LO) and the Early On (EO) deferral in time with the negative action period for April 2011. The current LO or EO deferral will be ended and the worker will need to run EDBC to change the participant's code to mandatory participant (MP) prior to determining what, if any, other deferral the participant is eligible. If the participant meets another deferral criteria, the worker will need to input the appropriate information and verification into data collection in order to defer the client. If the client does not meet the criteria for a different deferral per policy, they will then need to be referred to JET and sent a DHS-4785, JET Appointment Notice.

The Bridges programming team will provide two reports for the field, which will be dispersed to the JET coordinators. The first report will identify all individuals who had either the LO and the EO code that was ended. The JET coordinators will work with their partner Michigan Works! Agency to arrange for the referral of the now work mandatory participants. The second report will identify cases in which the LO or EO deferral code erred out and was not corrected. This report will also contain instructions on how to correct these exception cases.

As the LO deferral code is no longer an option, a policy exception may be granted for individuals who have an active Children's Protective Services (CPS) case where the child(ren) remain in the home and the CPS case manager is requesting participant deferral from Jobs, Education and Training (JET) participation to allow for

the Child Welfare (CW) deferral to be placed on the case. In order for the policy exception to be granted, the family independence manager (FIM) must supply, in an e-mail to the employment and training mailbox, the case name and number, the individual identification number and written verification from the CPS case manager documenting the need for the deferral. This policy exception will be allowed in a 90 day time period, and will need to be reviewed and requested again at the end of the 90 day period if the need for deferral remains and is documented. The address for the employment and training policy mailbox is [policy-employment@michigan.gov](mailto:policy-employment@michigan.gov).

*Reason:* Policy change.

## 2) FAP

### EFFECTIVE

#### Immediately

#### DHS Pub-16, Food Assistance Benefits in Michigan

##### BAM 110, RFF 16

Applicants no longer must be given or sent DHS Pub-16, Food Assistance Benefits in Michigan. If any interested party requests this publication, refer them to [www.michigan.gov/dhs](http://www.michigan.gov/dhs).

*Reason:* All of the information included in Pub-16 is included in the DHS-1171, Assistance Application and the MiBridges online application. Cost/time savings.

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#### MiCAP Benefit Change

##### BEM 618

The amount of FAP benefits a MiCAP individual receives is determined by their total shelter, heat and utility expenses. If an individual's total expenses are below \$1000, the FAP benefit is \$186 per month. If the total expenses are equal to or exceed \$1000, the benefit amount is \$200 per month.

All existing MiCAP cases will have their benefits increased via mass update.

*Reason:* Food and Nutrition Service recalculation of benefit and shelter amounts.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**